



CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT: Parks & Recreation

POSITIONS: Pool Cashiers

SALARY: \$10.50 per hour

EXAM TYPE: TBA

DUTIES: See job description

**MINIMUM
QUALIFICATIONS:** See job description

APPLY TO: Submit your application to:
Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: May 12, 2017

(Posted 04/18/2017)

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CLASS TITLE: Pool Cashier – Parks and Recreation Department

BASIC FUNCTION:

Under the direction of the Recreation Supervisor and Pool Manager, the cashier is assigned to work in cooperation with the pool staff in duties relative to the business and operation of the pool.

REPRESENTATIVE DUTIES

- Responsible for the collection of money for pool admission
- Responsible for writing daily cash reports
- Responsible for the neatness and orderliness of the baggage area
- Responsible to receive, count, verify, report and deliver all monies received at the pool to the Pool Manager
- Responsible for the maintenance around the cashier's booth and locker rooms
- Answer pool phone
- Answer questions and give information about aquatics programs

OTHER DUTIES

Perform related duties as assigned

KNOWLEDGE AND ABILITIES

- Knowledge of basic cash handling
- Knowledge of keeping items in order as they are checked into the baggage area
- Ability to work irregular hours, including evenings, weekends, and holidays
- Ability to work with the general public in a courteous, harmonious and cooperative manner
- Ability to be punctual dependable and to receive and carry out instructions

EDUCATION

- 16 years of age at time of employment (Must have a valid work permit)
- Experience in counting, verifying and depositing money.
- Experience in customer relations desired.

WORKING CONDITIONS

ENVIROMENT

- Required to work outdoors in extreme heat

PHYSICAL DEMANDS

- Required to stand or walk for extended periods
- Required to interact with a variety of people
- May be required to bend, stoop, kneel, crawl or crouch
- May occasionally lift and/or move up to 15 pounds